

# Cancel or Add a Meal Break

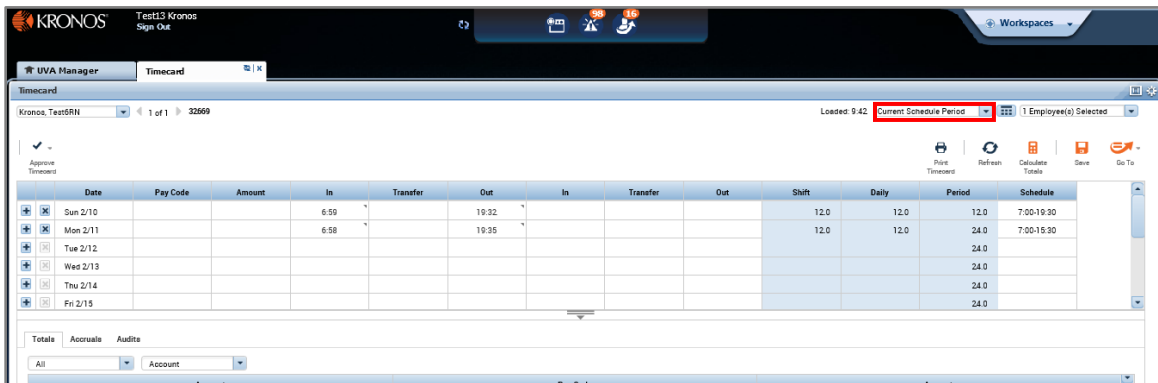
## Note:

Cancelling a Meal Break is NOT recommended

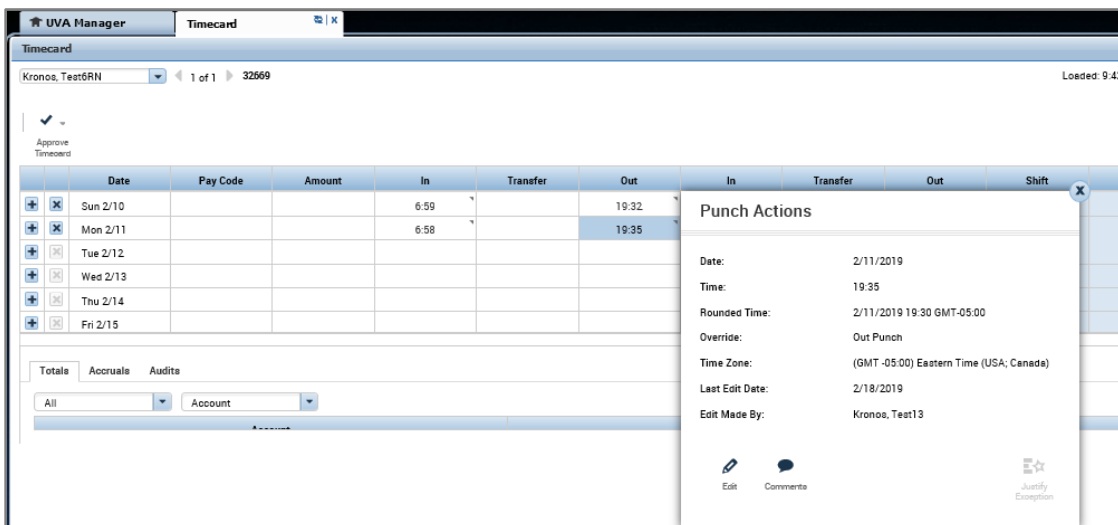
All team members should take meal breaks

## How to *Cancel a Meal Break*

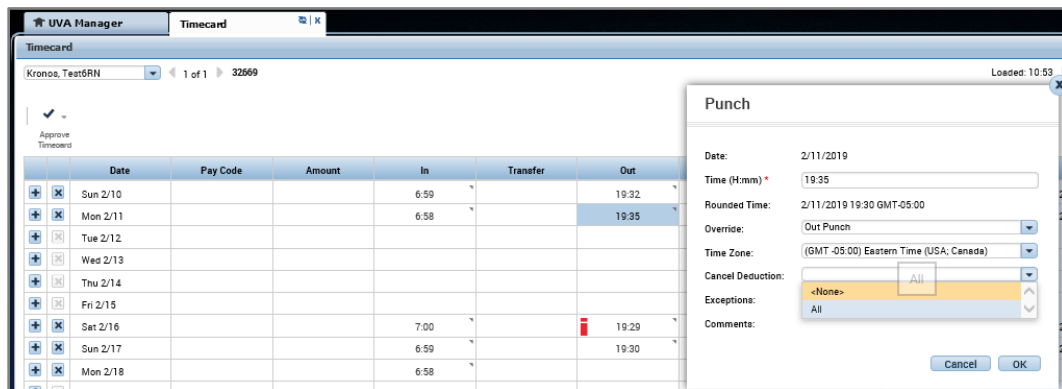
- Access the team member's timecard
- Select the *Current Schedule Period* from the Time Period dropdown menu



- *Right Click* on the *Out* punch on the day the meal break is to be cancelled



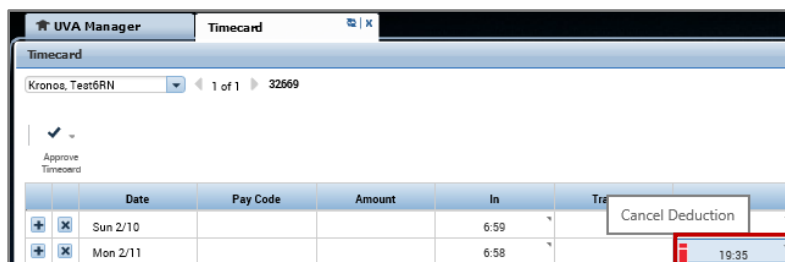
- Select *Edit Punch* and the screen will open
  - From the *Cancel Deduction* dropdown select *All* at the bottom (Selecting *All* will remove any meal deduction for the day)



- Select *OK*
- Attach the appropriate comment to the *Out Punch* to provide detail

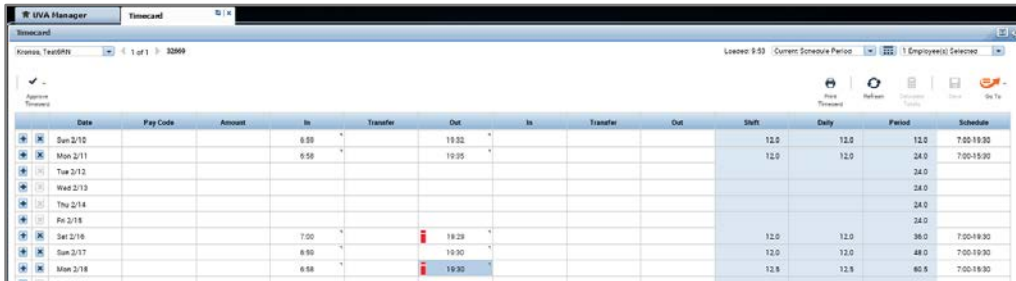


- Save the timecard
  - Total will increase by 30/60 min (team member's meal break)
- The red box indicates the *cancel deduction*

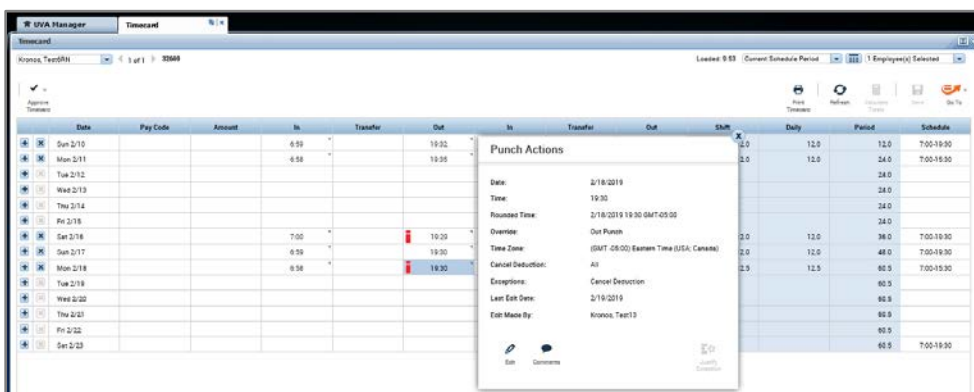


### How to Add a Meal Break

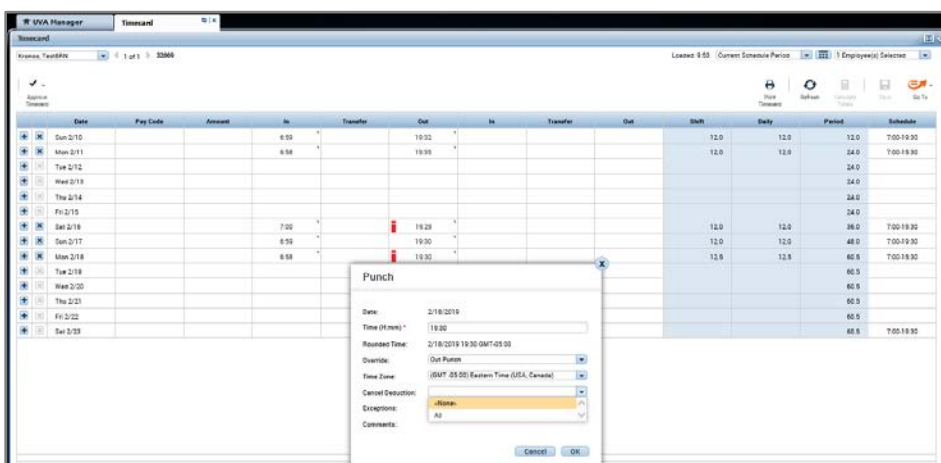
- Access the team member’s timecard
- Select the *Current Schedule Period* from the Time Period dropdown menu



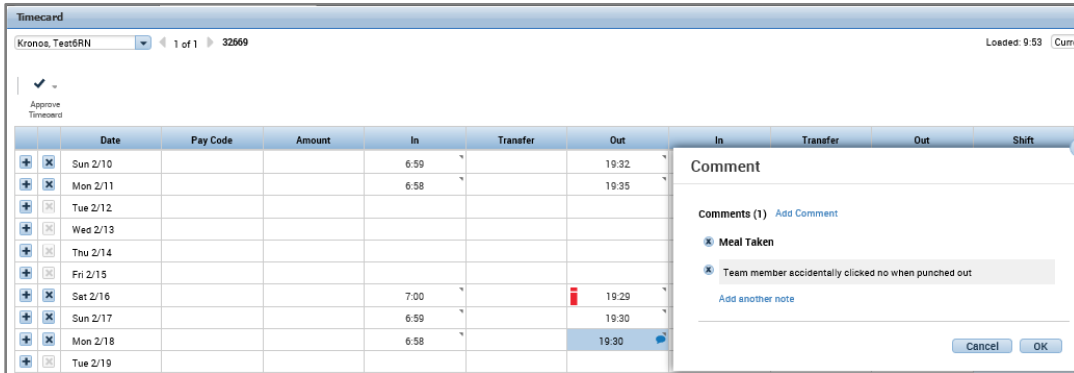
- *Right Click* on the *Out* punch on the day the meal break is to be added



- Select *Edit Punch* and the screen will open
  - From the *Cancel Deduction* dropdown select *None*



- Select *OK*
- Attach the appropriate comment to the *Out Punch* to provide detail



- Click the orange Save on the timecard to save the changes
  - Icon will turn gray to indicate changes have been saved.

Orange – active



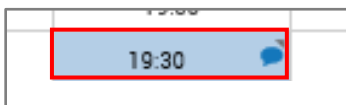
Gray – inactive



- Total will decrease by 30/60 min (team member’s meal break)

Shift	Daily	Period
12.0	12.0	12.0
12.0	12.0	24.0
		24.0
		24.0
		24.0
		24.0
12.0	12.0	36.0
12.0	12.0	48.0
12.0	12.0	60.0

- The red box indicates the *meal deduction* has been added





## Additional Questions?

- Call the Help Desk at 434-924-5334  
*OR*
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:  
*Submit a Help Desk Ticket On-line*